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CLASSIFICATION

(Format and Content of Progress Report)

OPERATIONS COORDINATING BOARD
Washington 25, D. C.

(Date)

PROGRESS REPORT ON ("TITLE OF NSC PAPER")
(NSC #####)

(Policy Approved by the President (Date))

(Period Covered: (Date) through (date of Board action))

A. SUMMARY OF OPERATING PROGRESS IN RELATION TO MAJOR NSC OBJECTIVES*

(From the standpoint of the NSC and the President, Section A is of greatest importance.)

1. OCB Judgment on Need for Policy Review

a. In this first paragraph the OCB states that the policy is adequate, in the light of operating experience, or recommends to the NSC and the President that the policy be reviewed and briefly outlines the reasons, e.g.:

(1) Critical new problems require operating decisions which are specifically excluded, or which could be construed as being excluded, by existing policy.

(2) Proposed courses of action might involve major risks or are of such magnitude as to warrant interpretation by NSC as to whether they are in line with policy, even though the general wording of the existing policy might be sufficient to encompass the proposed course of action.

(3) OCB believes certain NSC-approved courses of action are inadequate to obtain satisfactory progress toward major U.S. objectives or to provide necessary guidance to the operating agencies.

(4) Problems of interpretation have arisen in actual operations which cannot be resolved in the OCB.

b. Policy review is not requested merely because an objective has not been fully achieved, or specific courses of action have become impracticable or to bring up to date a policy paper unless there is a clear necessity for new policy.

*Footnote here the citation to the latest pertinent National Intelligence Estimate.

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c. Progress Reports do not suggest the language of the new policy or indicate what the policy action should be. When a review of policy is recommended the problem or situation requiring policy review is simply described, leaving to the NSC the formulation of the policy recommendation to the President.

d. The degree of urgency in the revision of policy is also noted, particularly in relation to policy guidance required for forthcoming developments. Where policy revision is not required in relation to a particular development, that is noted as well.

e. In the first progress report after the approval of NSC 5602/1 or successor policies, there is stated any modifications required in the policy covered by the progress report as a result of the new policy.

2. Summary Evaluations. This paragraph, with titled sub-paragraphs, identifies the major objectives and courses of action of the policy paper together with the Board's over-all judgment as to progress made toward their accomplishment. Reasons for lack of progress are also briefly described.

3. Progress in Meeting Commitments in Program Schedules.* This paragraph mentions briefly that program commitments are being met, or explains in some detail any important delays, interruptions, or breakdowns in government programs, stressing difficulties in meeting commitments to foreign governments. (Refer to financial annex where necessary). The status of foreign aid and PL 480 programs is especially important here. Other areas which would not be included unless they involve particular problems are programs under Smith-Mundt or Fulbright legislation, and trade fairs and cultural activities.**

4. NSC Action No. 1290-d Programs. This paragraph summarizes progress and problems on approved programs.

B. MAJOR PROBLEMS OR AREAS OF DIFFICULTY

5. Problems or areas of difficulty which warrant the attention of the OCB or the NSC are set forth under separate paragraph headings, together with abbreviated statements of pertinent actions in process or under consideration.

* If an Outline Plan has been completed on a project prior to the preparation of the progress report, Section I-D of the Plan, entitled Major Program Commitments, should be of assistance here.

** Emergency cases which cannot await the preparation of a regular progress report, and which require more than noting in the Status Report, are presented to the Board and, if necessary, to the NSC, in the form of special reports.

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C. LISTING OF MAJOR DEVELOPMENTS DURING THE PERIOD

6. This section presents a brief list of major foreign and U.S. actions or other developments during the period which bear upon the objectives and courses of actions in the NSC paper, but does not duplicate information under Part B. It is kept as brief as possible and includes only items of significance for noting by the Council and the President.

FINANCIAL ANNEX (See attached format for contents.)

Note: Where it is not practicable to obtain data for the exact period of the progress report, the closest comparable period is covered. Brief explanatory footnotes are permitted, but are limited to references to numbered paragraphs in the body of the report.

Economic Relations

Under Section A or B, or according to the facts, the foreign trade relations of each country covered by a progress report which are of particular interest from the standpoint of economic relations with the Sino-Soviet bloc are summarized in short narrative form in an appropriate place in the text. Elements stressed in this coverage are: significant types, directions and quantities of external trade within the period, major trends within the period, and future expectations. Breakdowns are shown for trade with the Sino-Soviet bloc and with the Free World. Any necessary figures are expressed in dollar equivalents and explained in the text; elaborate charts or tables are usually not desirable.

Status of Outline Plans of Operation

The memorandum transmitting the Progress Report to the Board will contain a paragraph commenting on the adequacy of any OCB Outline Plan of Operation under this policy, and referring to any revisions in such Plans that are being proposed for Board consideration. When possible such revisions are submitted for consideration along with the Progress Report.

Revised 7/20/56

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